

## REQUEST FOR AUTHORIZATION TO PURCHASE

This form must be completed and approved prior to entering into any agreement for acquisition of services, products, or supplies that are to be paid for by the Governor. **A separate form must be filled out for each vendor.**

### \*\*\*\*\* SECTION 1. TO BE COMPLETED BY REQUESTOR

REQUESTED BY: Myisha Robinson DATE OF REQUEST: 8/11/2017

ITEM DESCRIPTION: Lodging Fee

PURPOSE/JUSTIFICATION/SPECIAL PROJECT: Katherine Johnson Day

VENDOR: The Greenbrier

QUANTITY: \_\_\_\_\_ ESTIMATE: 199.00 TIME LIMITATIONS: \_\_\_\_\_

UNIT BUDGET NO.: 1880

TEAM LEADER (or DESIGNEE) APPROVAL:  DATE: \_\_\_\_\_

PURCHASE ORDER NO.: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Jason Pizatella, Deputy Chief of Staff

DATE: \_\_\_\_\_

### \*\*\*\*\* SECTION 2. TO BE COMPLETED BY FISCAL OFFICER

CREDIT CARD PURCHASE: \_\_\_\_\_ DATE ORDERED: \_\_\_\_\_

PERSON ORDERING: \_\_\_\_\_

### \*\*\*\*\* SECTION 3. TO BE COMPLETED BY TEAM LEADER OF ADMINISTRATION AFTER PAYMENT OF INVOICE

UNIT BUDGET NO.: \_\_\_\_\_ OBJECT CODE: \_\_\_\_\_

TRANSMITTAL NO.: \_\_\_\_\_ ACTUAL COST: \_\_\_\_\_



August 10, 2017

Ms. Myisha Robinson  
c/o William White

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ADVANCE DEPOSIT RECEIPT

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Arrival: 08-26-17

Departure: 08-27-17

07-28-17 VISA xxxxxxxxxxxx [REDACTED] Exp. [REDACTED] 399.00 USD

Confirmation: 14282981

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300 West Main Street, White Sulphur Springs, WV 24986 Telephone 304-536-1110 [www.greenbrier.com](http://www.greenbrier.com)



August 10, 2017

Mr. William White  
[REDACTED]

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ADVANCE DEPOSIT RECEIPT

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Arrival: 08-26-17

Departure: 08-27-17

07-28-17	VISA xxxxxxxxxxxxxx [REDACTED]	Exp. [REDACTED]	399.00 USD
08-08-17	VISA xxxxxxxxxxxxxx [REDACTED]	Exp. [REDACTED]	-200.00 USD

Confirmation: 14282980